

Chief Fiscal Officer Establishes Travel Regulations

Question: – if an agency or institution of higher education wishes to have its own travel regulation must it have the approval of the Chief Fiscal Officer of the State?

Arkansas Code's ACC 19-4-901 also known as Arkansas Act of 876 of 1973, reads as follows: "The Chief Fiscal Officers of the State shall promulgate rules, and regulations with respect to travel and travel allowances and prescribe the forms and procedures for reporting, approving, and paying for such travel allowances for all officers and employees of the state government or for other persons who are authorized to carry out official duties in connection with the business for the state."

STATE OF ARKANSAS TRAVEL REGULATION Effective date January 1, 2003 Section "**Authority, Chief Fiscal Officer, Rules and Regulations** Rules and Regulations Generally: reads as follows: "The Chief Fiscal Officer of the State is authorized by ACA 19-4-901 to promulgate rules and regulations with respect to travel and travel allowances and prescribe the forms and procedures for reporting, approving and paying such travel allowances for all officers and employees of state government or for other persons who are authorized to carry out official duties in connection with the business of the state."

In paragraph four **Rule 1 Responsibility and Accountability for Travel Authorizations and disbursement"**

"Under authority of ACA 19-4-903, the administrative heads of the various departments, boards, commission and institutions of the State of Arkansas may promulgated and enforce regulations governing travel that are more restrictive than those promulgated by the Chief Fiscal Officers of the State."

NOTE: The citation (ACA 19-4-903) is in error by the writers, The writers intended for agencies of the State to have the authority to further restrict regulations for their own area, but not restrictive to only this citation.

Answer: - yes, the authority for promulgating all rules and regulation under the subject of traveling and travel expense for the State of Arkansas is vested in the Chief Fiscal Officer of the State. The travel regulations recognize that some agencies may want to operate under travel regulations more restrictive. The issue is addressed in rule 1 Responsibility and Accountability for Travel Authorizations and Disbursement

If an agency or institution of higher education wishes to have its own travel regulation in addition to the State Travel Regulation. Their regulation, either in

hard copy, e-mail, or web base must be reviewed by the Chief Fiscal Office of the State or the Officer's designee. The regulation will be review for compliance.